

**Phoenix Program**  
**Process Definition – LABOR DISTRIBUTION**

Process	<b><i>General Ledger Clearing Entries</i></b>
Process Number	<b><i>LD – 015</i></b>

***Description of Process***

This process clears the balances in the “due to”/”due from” accounts as well as any balances resulting from monies withheld from employees who owe the Business Unit (e.g. lost item, non payment of travel advances balance).

***Input to Process***

General Ledger data

***Output of Process***

Balances cleared from accounts that should not have balances by year end.

***Service Level Agreement Required? (if yes, provide a brief description)***

No

***PeopleSoft Panel Groups being Used***

Function	Panel Group
See General Ledger Module	

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***Business Process Description***

Process Description	Responsibility (Agency/Centralized)
<b><u>Step 1:</u></b> Identify balances that need to be cleared	Agency
<b><u>Step 2:</u></b> Enter data to appropriate chartfields in General Ledger Module.	Agency

***Forms Used with Process (#)***

General Ledger form

***Process Flow Diagram (if appropriate):***

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Process Signoff

Tested By  
Date Tested